

APPROVED FOR RELEASE
DATE: JAN 2006

Central Intelligence Agency



Washington, D.C. 20505

21 JAN 1998

(b) (3)
(b) (6)

In Reply Refer to
Letter Request Number:

806410

MEMORANDUM FOR: National Archives and Records Administration

ATTENTION: Ms. Donna Leith (NABF)

SUBJECT: Fiscal Year 1998 Funding for Support Services

REFERENCE: A. Letter Request 706410, dtd 21 Jul 97

B. Memorandum of Agreement, undated, attached

1. This memorandum certifies the availability of in fiscal year 1998 funds to the National Archives and Records Administration (NARA). NARA will support this Agency's declassification program by assisting with document handling, preparation and electronic imaging outside normal work hours.

2. The association of this Agency with this activity is UNCLASSIFIED. Any work, hardware, or reports generated as a result of this activity will be UNCLASSIFIED.

3. This request is being made pursuant to the provisions of the Economy Act (31 USCA 1535). These funds may be obligated only during fiscal year 1998. The National Archives and Records Administration should advise CIA of the status of obligations pursuant to this agreement within 45 days of the date of this letter. Any portion of CIA's FY 1998 funds advanced pursuant to this agreement that is not obligated by 30 September 1998 must be returned to CIA for deobligation under the regulations governing an annual appropriation.

SUBJECT: Fiscal Year 1998 Funding for Support Services

4. This Agency does not provide fund cites. Funds may be obtained by forwarding an SF 1080, citing Letter Request [REDACTED]

[REDACTED] All final bills should be marked "Final Bill".

5. If further information is required, please contact [REDACTED] Your continued cooperation is appreciated.

FOR THE DIRECTOR OF FINANCE AND LOGISTICS:

[REDACTED]
Chief, Logistics Services Division, OFL

Attachment

MEMORANDUM OF AGREEMENT
BETWEEN THE CENTRAL INTELLIGENCE AGENCY
AND
THE NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION

AUTHORITY: This agreement is made under the authority of the Economy Act, approved June 30, 1972 as amended (31 USC 1535).

PURPOSE: The purpose of this Memorandum of Agreement is to establish an agreement between NARA and CIA to facilitate, on a cost - reimbursable basis, NARA support of CIA declassification of NARA records with CIA equity, in fulfillment of Executive order 12958.

SCOPE: This agreement is limited to services provided to CIA by NARA that fall outside the scope of services normally provided to Agencies conducting declassification activities at the National Archives. In particular it pertains to NARA employees assigned to assist CIA with document handling, preparation, and electronic imaging, outside of the individual employee's normal work hours.

AGREEMENT: CIA will reimburse NARA for employee overtime expenses associated with the NARA assignment of employees to the CIA declassification effort at Archives II. NARA will identify and assign appropriately cleared professional employees to the CIA Team Leader at Archives II for overtime work under guidelines established by NARA for these overtime employees. CIA agrees to abide by the NARA guidelines established for access to the facility. Details related to the application of this agreement will be mutually agreed to by the NARA and CIA focal points established herein.

CONTACT POINTS: The agencies' points of contact for this agreement will be Ms. Jeanne Schauble, (301)713-6600 for NARA and [redacted] for CIA.

SCHEDULE: This agreement will begin on or about February 1, 1998 and will remain in effect until September 30, 1998. This agreement may be extended beyond the termination date by mutual consent of the CIA and NARA.

TERMINATION: Either party may terminate this agreement upon 90 days notice in writing. Outstanding financial or other obligations incurred by either party will be settled to the extent of the commitment at the time of termination.

COST: The CIA agrees to transfer to NARA funds in the amount of [] for overtime cost through FY98. NARA will establish an account and draw on these funds for the purpose of paying overtime, not to exceed [] NARA will maintain an itemized statement of all expenses incurred on the project.

For the CENTRAL INTELLIGENCE AGENCY

By: []

Title: Chief, Automatic Declassification Division, OIM

Date: 1/14/98

For the NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

By: Adrienne C. Thomas
ADRIENNE C. THOMAS

David M. Millane
DAVID M. MILLANE 1/29/98
Director, Financial
Services Division

Title: for Administrative Services

Date: January 30, 1998

Funds Citation: _____

Agency Location Code: _____

Agency Billing Address: _____

ACCEPTED:

Michael J Kurtz
MICHAEL J KURTZ
ASSISTANT ARCHIVIST - NW

1-29-98
DATE